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Minimum Qualification Specifications  
for the Class:

CIVIL DEFENSE TRAINING, EDUCATION AND INFORMATION OFFICER  
(CD TRAINING, EDN & INFO OFFCR)

**Prerequisite Knowledges and Abilities Required:**

Knowledge of: Principles, methods and techniques of training and instruction; methods and techniques in the development of curricula and training aids; learning and motivation process; group communication principles, practices, and techniques; planning, research methods and evaluative techniques; budget preparation and execution; report writing; and principles and practices of supervision.

Ability to: Identify training needs and develop and present training courses and materials; develop means and procedures for collecting, compiling, analyzing and reporting information from varied sources; formulate plans and procedures; solve problems logically and systematically; act decisively in emergencies; read and comprehend a variety of technical material; interpret and apply laws, rules, regulations, and policies and procedures; communicate effectively both orally and in writing; prepare clear and concise reports, correspondence and informational material; analyze, evaluate and draw sound conclusions from available information; formulate budgetary requirements; speak effectively before groups; establish and maintain effective and cooperative working relationships with others; and supervise and evaluate the work of others.

**Basic Education/Experience Requirements:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized and Training/Education Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: One (1) year of responsible professional work experience involving the independent analyses, evaluation or other substantive determinations with regard to current or projected operating programs. The experience must have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action, participating in the preparation of budget and expenditure plans, and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions.

Training/Education Experience: Two and one-half (2-1/2) years of professional work experience which involved the development and implementation of training and/or education programs. Such experience must have involved and demonstrated knowledge of basic education and training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

**Substitutions Allowed:**

1. A bachelor's degree in education or a professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the Training/Education Experience.

2. Possession of a master's degree or successful completion of thirty (30) graduate semester credits or its equivalent in education from an accredited college or university, which provided knowledge of education and training methods and techniques may be substituted for one (1) year of the Training/Education Experience.

**License Required:**

Applicants must possess a valid State of Hawaii driver's license, Type 3.

**U.S.Citizenship:**

Applicants are required to be citizens of the United States as the sole position in this class is involved in planning, executing, and evaluating security measures for Hawaii and the United States.

**Special Requirement:**

During disaster and other emergency situations, the applicant must be willing and able to work for extended periods of time beyond the normal working hours and work days.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate

PART II

Page 4

examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification and a change in the title for the class INTELLIGENCE, TRAINING AND EDUCATION OFFICER, which was approved on June 13, 1980.

DATE APPROVED: 5/2/00

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MIKE McCARTNEY  
Director of Human Resources

Development